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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

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Civilian Food Requirements Branch Memorandum No. A-1

To: Regional Directors

From: Norman Leon Gold, Chief
Civilian Food Requirements Branch

Subject: The Establishment of a Communications Series for
the Branch.

From time to time the Civilian Food Requirements Branch will issue memoranda for the use of the field. In order that these memoranda may be organized properly, and thereby be of greatest use in the field, all memoranda originating in this Branch will be classified into one of the following series:

- Series A - Memoranda dealing with the over-all organization, policies, and procedure of the Branch.
- Series B - Memoranda concerning the administration of school lunch and other feeding programs.
- Series C - Memoranda relevant to civilian distribution activities.
- Series D - Memoranda regarding proposals and recommendations for commodity requirements.

Memoranda within the series will be numbered consecutively. The first memorandum in Series B is attached.

Will you please advise your Administrative Services Division of approximately the number of copies of each of the series you feel will be necessary to service your region.

Attachment
B-111

Norman Leon Gold

